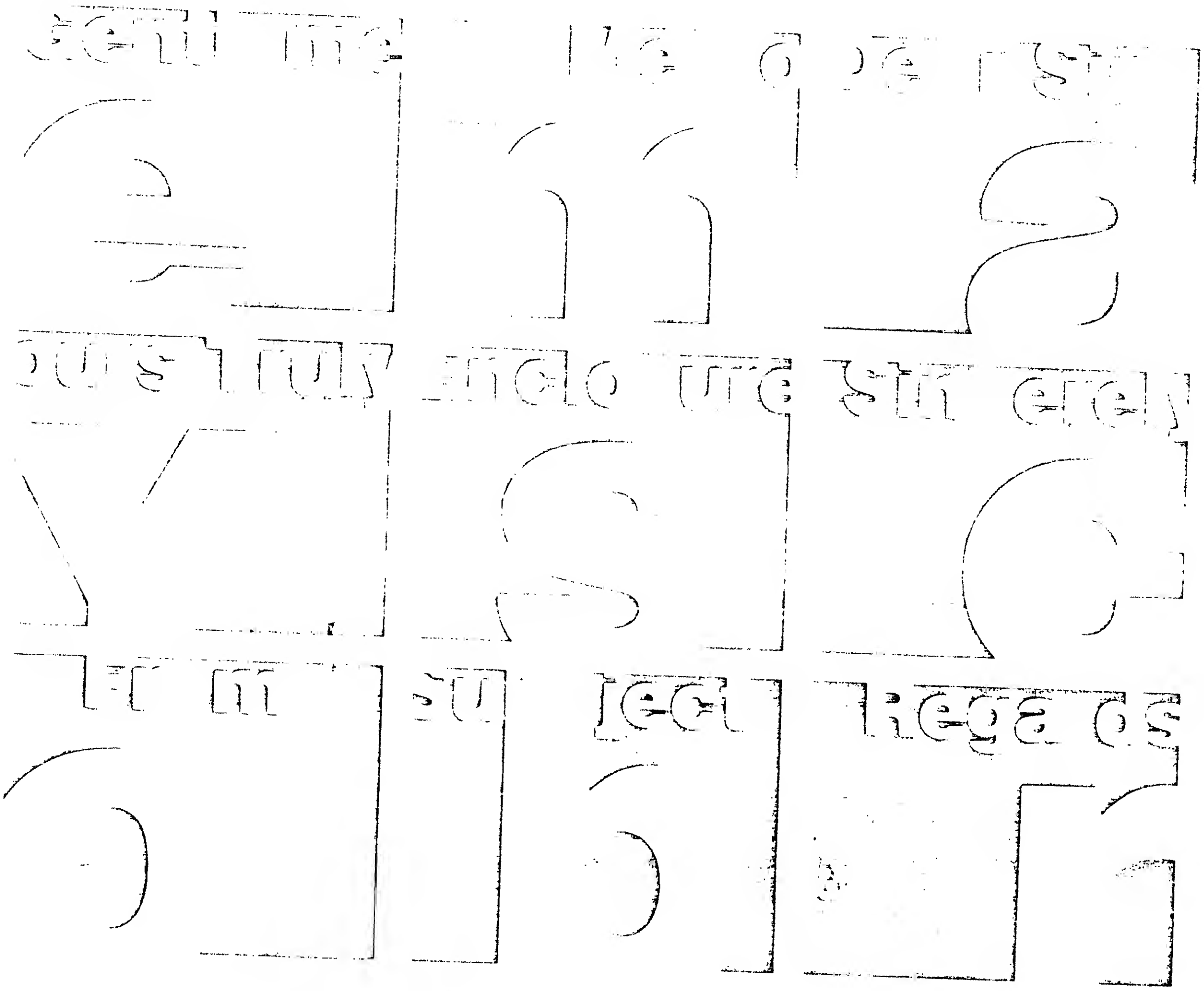
MODEL 4

B.T

Disk SCRIPSIT®



Disk SCRIPSIT®
Reference Manual

Radio Shack®
A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

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introduction

To Our Customers

This reference manual describes the features and operations of the Disk SCRIPSIT® word processing program for your TRS-80® Model 4 Computer. You can now type, proofread, revise, print, and store documents quickly and easily.

Note: If you used Model III SCRIPSIT prior to this time, all documents you created using Model III SCRIPSIT are compatible with your new Model 4 SCRIPSIT. Refer to the Conversion section of Appendix D for specific instructions.

How To Use This Manual

By reading this manual and completing the sample tutorial sessions, you can quickly master all the SCRIPSIT operations. Later, use this manual as a reference guide when you need to refresh your memory about a specific command.

Key Notations

Different printing techniques are used throughout this manual to highlight specific types of material.

A box indicates that you must press a specific key. If an entire word is contained within one box, press the key with that name (BREAK). If you must enter each character in a command, individual letters are boxed (S C R I P S I T). If punctuation or blank spaces appear in the command, be sure to include them (: or ☐).

Any information that is displayed on the video screen appears in the manual in dot matrix print (`SPECIAL COMMAND?`).

Lowercase words or a question mark in italicized print indicates a variable you must supply (*document name* or *?*).

Special Characters

When running Model 4 SCRIPSIT, you can produce special symbols, that do not appear on the keyboard, by pressing a combination of keys. These symbols are listed below, along with instructions for producing them:

[	Left bracket	CLEAR ,
]	Right bracket	CLEAR .
{	Left brace	CLEAR SHIFT <
}	Right brace	CLEAR SHIFT >
/	Back-slash	CLEAR /
¦	Vertical bar	CLEAR SHIFT ?
^	Caret	CLEAR ;
~	Tilde	CLEAR SHIFT +
_	Underscore	CLEAR ENTER
`	Acute mark	SHIFT @

Some of the above symbols are identical to those used to mark text boundaries, such as the end of a line or the beginning of a paragraph. Although these markers and symbols look alike when entered on the screen, the boundary markers perform a different function and do not appear in a printed document. The text boundary markers, which are discussed more thoroughly throughout the manual, are listed below, along with instructions for producing them:

[	Open block marker	CLEAR Q
]	End block marker	CLEAR Q ↓
/	End-of-Page marker	CLEAR V
^	Copy marker	BREAK C ENTER
¶	Paragraph marker	CLEAR C
■	End-of-Line marker	ENTER

1/ using your computer

Required Equipment

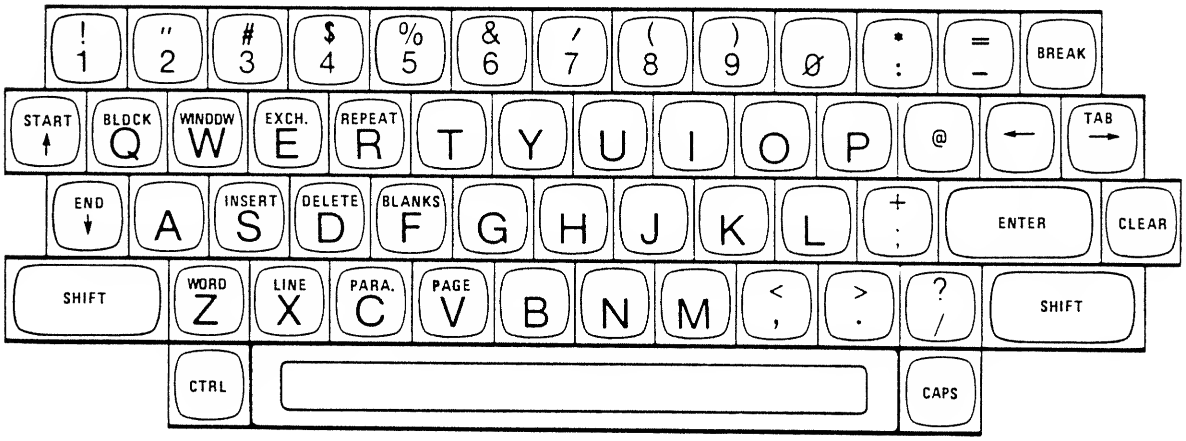
To use your SCRIPSIT Word Processing system, you need:

- TRS-80® Model 4 64K or 128K Computer with at least one disk drive
- Radio Shack 80 Column Printer and Cable

Installation

If you have not yet installed your computer, refer to Chapter 2, "Getting to Know Your Model 4," in *Introduction to Your Disk System* for instructions. Also read your printer manual to ensure that the printer is properly connected.

You received some small labels with your SCRIPSIT package. These labels identify special functions available to you when using certain keys. Before you begin using SCRIPSIT, attach these labels to the appropriate keys.


BREAK
START
BLOCK
WINDOW
EXCH.
REPEAT
TAB
END
INSERT
DELETE
BLANKS
ENTER
CLEAR
SHIFT
WORD
LINE
PARA.
PAGE
SHIFT
CTRL
CAPS

Power Up Procedures

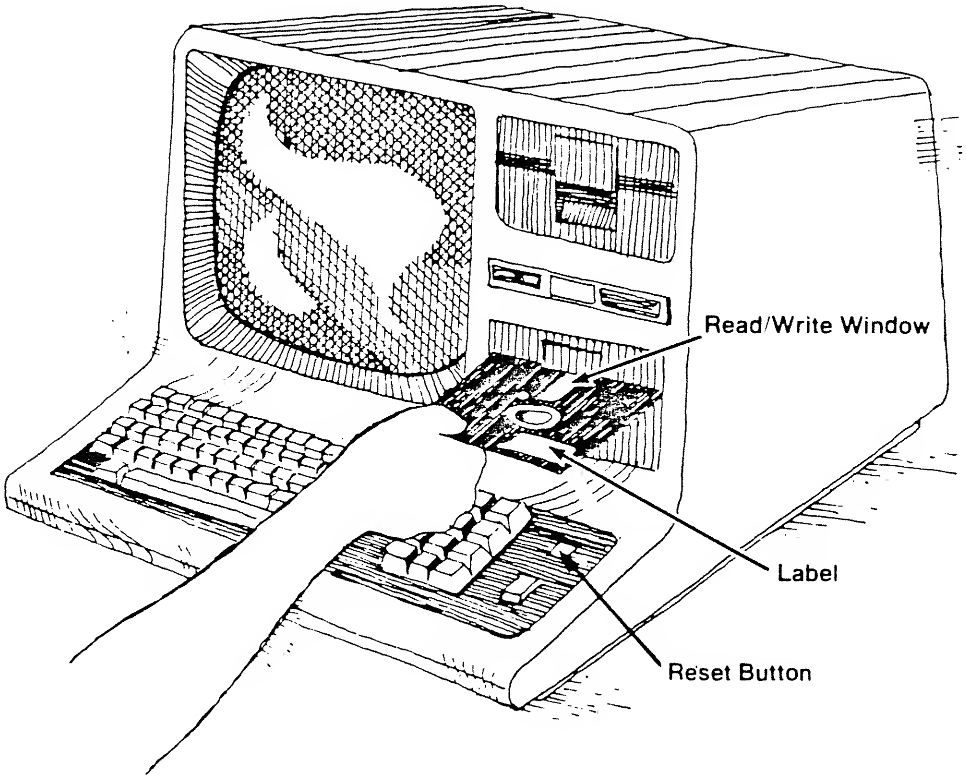
Turning on Equipment

Once your system is connected, you are ready to turn on your equipment. First, turn on all peripheral equipment, such as the printer, and then switch on your TRS-80 Computer. The ON/OFF switch is located on the bottom right side of the keyboard. A disk warning light comes on for a few seconds, indicating that the drive is running.

Diskette Insertion

Before inserting a diskette, be sure the computer is turned on and the disk warning light is off. NEVER insert a diskette when the drive is running. Then, follow these instructions:

1. Open the latch door on Drive 0 (the bottom drive).
2. Gently slide the Model 4 diskette into the horizontal slot with the label right side up and facing out.
3. Close the drive door.



Your diskette requires careful handling. Refer to Appendix A, "Care and Maintenance of Diskettes" for specific instructions.

It is extremely important that you make a duplicate copy (backup) of the SCRIPSIT diskette before using your program. Refer to Appendix B, "Backup & Format Procedures," for specific instructions.

After completing the backup procedures, store the original diskette in a safe place, and use the copy as your "working" diskette.

System Start Up

Once the SCRIPSIT program diskette is in Drive 0, you are ready to start the system:

1. Press the orange RESET button on the right side of the keyboard.
2. The TRSDOS copyright appears on the screen. Enter the date, using the format MM/DD/YY, and press **ENTER**. The day and date are displayed.

`TRSDOS Ready` appears on the screen. You can now enter a TRSDOS command or move directly into the SCRIPSIT program.

Moving between TRSDOS and SCRIPSIT

To access the SCRIPSIT program, type **S** **C** **R** **I** **P** **S** **I** **T** (uppercase or lowercase letters) when `TRSDOS Ready` appears on the screen, and press **ENTER**. The disk warning light comes on to indicate that the SCRIPSIT program is being loaded into the computer's memory.

The video screen becomes a blank "typing page" with a horizontal white line near the bottom of the screen. The phrase `Model 4 Disk SCRIPSIT` appears beneath this line until you begin typing.

You can return to TRSDOS at any time while working with SCRIPSIT by following these steps:

1. Press **BREAK**. `SPECIAL COMMAND?` appears below the white line.
2. Type **E** **N** **D** **ENTER**.

The computer returns to `TRSDOS Ready`.

You can also return to `TRSDOS Ready` by pressing the RESET button.

Directory

The Directory lists all the files (documents) recorded on a diskette. You can access the Directory for the diskette in Drive 0 when `TRSDOS Ready` is displayed on the screen. Type:

D I R ENTER
(uppercase or lowercase letters)

To see the Directory for a diskette in a drive other than 0, at `TRSDOS Ready`, type:

D I R ␣ : *drive number* ENTER

Power Down Procedures

When you finish using SCRIPSIT and have returned to `TRSDOS Ready`, follow these steps to turn off the system:

1. Open the drive door(s), and remove all diskettes. (Disk warning lights must be off.)
2. Turn off all peripheral equipment.
3. Turn off the computer.

Warning: NEVER turn off the computer if diskettes are in the disk drives.

sample session I

This first Sample Session is designed to show you how easy it is to use SCRIPSIT. This session introduces some fundamental word processing functions. All of the functions discussed are explained more fully in Chapters 2-5 of the manual.

To begin using SCRIPSIT, start up the system as described in Chapter 1. At `TRSDOS Ready`, type:

S C R I P S I T ENTER
(uppercase or lowercase letters)

A blank typing page appears with a blinking white box (cursor) in the upper left corner and a horizontal white line along the bottom of the screen. The cursor marks your place on the screen.

Run the cursor across the screen by holding down the space bar. Notice that the cursor moves to the beginning of a new line when reaching the right side of the screen. This function is called word "wraparound." When you are typing and reach the end of a line, the computer automatically moves a word to the next line if it doesn't fit on the line above.

When you want to reposition the cursor, use the arrow keys ↑, ↓, ←, →. These keys move the cursor through the text without deleting any characters. Push the key once to move the cursor one space. Hold down the arrow key to move the cursor continuously.

Now, go back to the top of the screen by holding down SHIFT and pressing the ↑ key once.

Type the following document as rapidly as possible. Don't worry about mistakes.

Note: When typed on the display screen, the line lengths differ from those shown in the manual.

> When Data processing first began to make an impact on how businesses operated, people thought of computers as mysterious, magical machines. The computer room became an isolated entity with specialists and technicians looming over reels of magnetic tape and with line printers churning out endless ribbons of continuous form paper.

SCRIPSIT makes correcting any mistakes easy. The basic error correction methods are overtype, insert, and delete. Read over the text you typed, and correct any mistakes using one of the methods described below:

Overtype — To correct a single mistake or to reverse two letters, position the cursor over the incorrect letter(s) and type the correct one. For example, if you typed the word "fisrt," correct it by positioning the cursor on s and typing r s.

Insert — To insert a character, position the cursor on the letter immediately following the point of insertion. Hold down CLEAR and press S (INSERT). Type the letter you want to insert. For example, insert an "r" into "fist" by positioning the cursor over the s, executing the INSERT command and typing r.

Delete — To delete a character, position the cursor on the character you wish to delete. Hold down CLEAR and press D(DELETE). The character disappears and the remaining characters close together.

Before leaving this practice session, print what you have typed. Make sure your printer is properly connected, and then follow these steps:

1. Press BREAK (upper right corner of the keyboard). `SPECIAL COMMAND?` appears below the white line at the bottom of the screen.
2. Type P and press ENTER. (If you are using a serial printer, refer to Chapter 5 for setup instructions.)
3. The message `TESTING FOR ERRORS` appears, and, in a few seconds, the printer begins printing your "document." If the message `LINE PRINTER NOT READY` appears, check all the printer connections and switches to see that they are properly set. (Refer to your printer owner's manual, if you have any problems.)

Now that you are through with this Sample Session, exit SCRIPSIT and return to TRSDOS by pressing BREAK. Answer the `SPECIAL COMMAND?` prompt by typing E N D ENTER. When `TRSDOS Ready` appears on the screen, you can remove the diskette, and turn off your equipment.

Special Keys

Special keys are used in SCRIPSIT to perform the many specific word processing functions:

CLEAR

You have placed labels on certain keys to assign them different functions. The CLEAR key activates these functions when you use it in conjunction with another labeled key.

BREAK

The BREAK key opens up the `SPECIAL COMMAND?` prompt in the message line, letting you give the computer special instructions and answer computer prompts.

ENTER

Use the ENTER key to:

- Insert an end-of-line marker (■) after the end of a short line of text, such as the last line of a block of text.
- Insert an end-of-line marker at the beginning of a line to leave a blank line.

  Note: To remove a line boundary marker, place the cursor on the marker, and press **CLEAR** and **D** together. The line marker disappears, and any text following the marker moves up a line.
- Enter a command.

SHIFT CLEAR

Use the SHIFT CLEAR key combination to:

- Cancel BREAK message — If you press **BREAK** in error, press **SHIFT** **CLEAR** to cancel the `SPECIAL COMMAND?` prompt.
- Cancel Instruction in Progress — To cancel an operation such as printing, press **SHIFT** **CLEAR**. When you are ready to resume the operation, re-enter the original command.

- Change One Boundary Marker to Another — To change boundary markers, such as a line symbol to a paragraph symbol, position the cursor over the current symbol, and press (CLEAR) and (D) together. `DELETE COMMAND MODE` appears in the message line. Press (SHIFT) (CLEAR) to cancel the message. You can now insert the new marker.

  Caution: If you don't cancel the `DELETE COMMAND MODE` message, the computer may delete a large section of text.

- Reformat Text — When you make text changes, the computer automatically "reformats" the text following the cursor. If your changes affect the lines above, you can reformat that text. For example, if you change a long word at the beginning of a line to shorter words, one of the shorter words may fit on the text line above. Position the cursor over the first shortened word, and press (SHIFT) (CLEAR). If possible, the word moves to the preceding line. All other words in the paragraph wraparound to close up the blank space. If the word does not fit on the line above, the text remains unchanged on the screen.

CAPS

To turn the capital mode on or off, press (CAPS). When capital mode is on, alphabetical characters appear in uppercase. Numerals are not affected. To type the special characters such as:

! " % ') < ?

hold down (SHIFT), and type the desired symbol.

Note: When you access the message line by pressing (BREAK), the system switches to capital mode. Once you complete your command and the cursor returns to the text area, the mode you originally set is again assumed.

Video Display

The video display is your "typing" page. You can set margins, and move around on the page as you would using a conventional typewriter, but SCRIPSIT lets you insert specific commands or questions regarding the status of your document.

Screen

When you access SCRIPSIT and prepare to type a new document, a blank screen appears with a horizontal white line near the bottom.

Text Area. The large blank space is the text area, and all typing is done here. Your text always appears single-spaced on the screen. To double-space your printed document, refer to "Formatting" later in this chapter.

When you type a word that does not fit at the end of a line, SCRIPSIT wraps the word around to the following line. Once you get accustomed to this feature, you find that your typing speed increases.

Cursor. As you're typing, the cursor indicates your position on the screen. When you reach the end of a line, the cursor moves to the left margin of the following line.

Use the arrow keys to move the cursor through the text area without erasing the material you have typed. Hold the keys down firmly to move the cursor continuously. If you move the cursor by pressing the space bar, any text the cursor moves across is deleted.

To move the Cursor directly to:	Press:
beginning of line	SHIFT ←
end of line	SHIFT →
beginning of text	SHIFT ↑
end of text	SHIFT ↓

Note: You can move the cursor by the arrow keys only to lines that are "open." The computer opens lines as you type or press the space bar.

Message Line. The solid white line near the bottom of the screen separates the text area from the message line. The message line is used to give special commands to the computer, to answer computer-prompted questions, or to view computer-generated messages. To access the message line, press BREAK. `SPECIAL COMMAND?` appears in the message line, and the cursor moves to the message line. (You can move the cursor along this line using the → and ← keys.)

After you type the command and press ENTER, the cursor moves back into the text area. If, for some reason, the command is not completed, an error message appears. If you receive an error message, either press SHIFT CLEAR to cancel it, or press BREAK to recall the `SPECIAL COMMAND?` prompt.

Status Questions

When working on a document, you may need to know the status of either the document or the video screen. Ask any of the following questions while working within SCRIPSIT:

Document Length — Press `BREAK`, type `?L` (or `?LENGTH`), and press `ENTER`. The answer `DOCUMENT LENGTH:xxx` tells you approximately how many characters you have typed in the current document.

If you request the document length before you begin typing, the length is 78 characters (default line width). When you finish typing the first line of text, the computer opens the space on the second line so that the document length indicates 156 characters.

Memory — Press `BREAK`, type `?M` (or `?MEMORY`), and press `ENTER`. The answer `CHARACTERS FREE: xxxx` indicates the amount of memory still available in your computer.

Last Cursor Position — Press `BREAK`, type `?C` (or `?CURSOR`), and press `ENTER`. `CURSOR LINE NUMBER: xxx` indicates on which horizontal row of the document the cursor is located.

Document Name — Press `BREAK`, type `?N` (or `?NAME`), and press `ENTER`. If you have not yet named the file, the prompt `DOCUMENT HAS NOT BEEN NAMED` appears. If the document is named, `CURRENT FILE NAME: xxxxxxxxxxxxx :d` is displayed, indicating not only the name of the document but also the number of the drive on which the document is stored.

Paragraph Indent — Press `BREAK`, type `?I` (or `?INDENT`), and press `ENTER`. `PARAGRAPH INDENT: 5` appears in the message line. Five spaces is the default setting for paragraph indention. To change the indention, refer to the next section, "Video Margins."

Screen Width — Press `BREAK`, type `?W` (or `?WIDTH`), and press `ENTER`. The width of the screen is set at 78 characters whenever you access SCRIPSIT. The screen width indicates the maximum number of characters you can type on one line of text. You may choose any line width, up to 132 characters. To change the screen width, see the next section, "Video Margins."

Video Margins

The default line width is 78 characters. To change the line width on the screen, follow these steps:

1. Press `BREAK`.
2. Type `W=` *?* `ENTER`
   Where *?* is any number between 1-132.

Remember that this change affects only the screen. To format your printed document, you must include a special set of instructions called a Print Format Line. (Refer to "Formatting" later in this chapter for specific instructions.)

The default setting for paragraph indention is five spaces. To change this setting, follow these steps:

1. Press BREAK.
2. Type I= *?* ENTER.
   Where *?* is any number between 0-132 but less than the screen width.

To indent a paragraph, insert a paragraph boundary marker by holding down CLEAR and pressing C (PARA.). The system enters a paragraph symbol (¶) and automatically indents the next paragraph the number of spaces you specified.

(Refer to SAMPLE SESSION II, "Blocks of Text" — "Text Boundary Markers/Tabs," for a specific example.)

Scrolling

The screen displays a maximum of 22 horizontal lines and 80 vertical characters at one time. If your text is longer or wider than this, the computer "scrolls" the document to let you view any portion of it.

To scroll the text vertically, press the ↓ key to advance the document and the ↑ key to review previously entered text. The computer stops scrolling when reaching either the beginning or end of the typed material.

If the screen width you set is wider than 80 characters, you can horizontally scroll either to the left or right by pressing the corresponding arrow key. As with vertical scrolling, the computer stops upon reaching either the left margin or the maximum video line width.

Window Motion is a scrolling command that lets you scroll the document (vertically or horizontally) while the cursor holds its position in the text. To use this command, press CLEAR and W (WINDOW) together, and then use the arrow keys to move the text. When the cursor reaches a top, bottom, or side margin, it remains in that position while you continue scrolling the text. To cancel the window motion command, press SHIFT CLEAR.

Formatting the Printed Document

You can control the appearance of your printed document by using the instructions described in the following section.

Tabs

Determine the tab settings you need, and then set all the tabs with one command:

1. Press BREAK. The `SPECIAL COMMAND?` prompt appears in the message line.
2. Type T = *?* , *?* , *?* ENTER.
   Where *?* is the column position of a tab you want to set.

Dots appear in the solid white line near the bottom of the screen to indicate the location of each tab.

You can also set each tab separately. Use this command if you need to add an additional tab while typing. Position the cursor on any horizontal line in the text area at the vertical character position where you need a tab, and follow these steps.

1. Press BREAK. `SPECIAL COMMAND?` appears in the message line.
2. Type T S ENTER.

Once your tabs are set, you can move the cursor to the next tab position by pressing CLEAR and the → key together. Remember that:

- You cannot tab past a text boundary marker, such as end-of-line markers, paragraph markers, and page markers.
- You must end each tab line with an end-of-line marker. (See discussion of ENTER key in the preceding section, "Special Keys.")

You can remove all tabs with one command:

1. Press BREAK. `SPECIAL COMMAND?` appears in the message line.
2. Type T or T A B ENTER.

To remove one tab, place the cursor in the character position in the text area and:

1. Press BREAK. `SPECIAL COMMAND?` appears in the message line.
2. Type T C ENTER.

(Refer to SAMPLE SESSION II, "Blocks of Text," — "Text Boundary Markers/Tabs," for an example.)

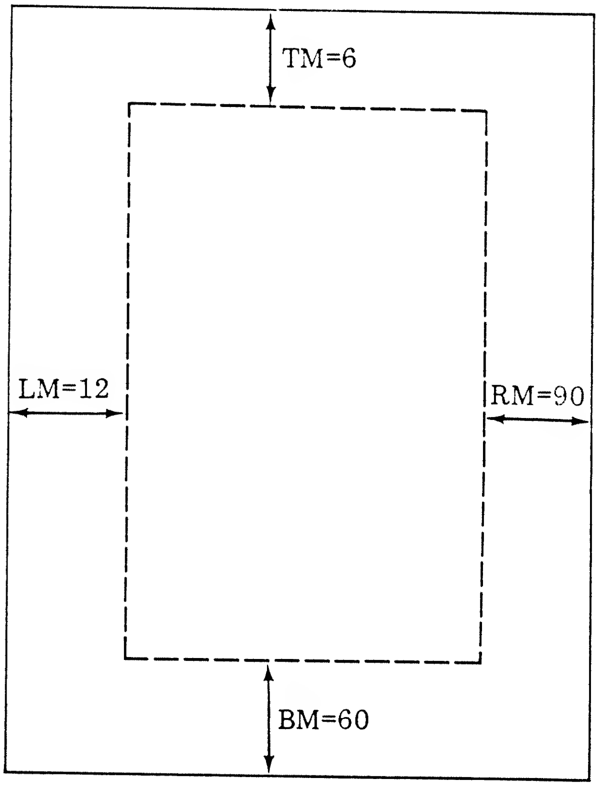
Page Boundary Marker

The page marker is a type of text boundary marker. Inserting a page boundary marker (\ ) instructs the printer to end a page at a specific point. To insert a page marker, hold down (CLEAR), and press (V).

(Refer to SAMPLE SESSION II, "Blocks of Text," — "Text Boundary Markers/Tabs," for an example.)

Format Line

When printed, your document appears with the text justified and the default margins shown below. But, you are not restricted to these settings. By adding special print instructions, you can change these defaults:



Note: Default margins are set for a 12 pitch printer. If you wish to use a 10 pitch printer, refer to the "Conversion" section of Appendix D.

Format instructions let you change the margins and spacing of your document. These instructions, contained in a print format line, are usually typed at the beginning of a document, but they can also appear after a text boundary marker.

Begin all format lines with a "greater than" sign (>). This symbol tells the computer you are inserting a special instruction, and when you print the document, these lines do not appear in the finished copy. Type all format instructions in UPPERCASE letters. If you have more than one instruction, group them together on a single line, separating them with a space. The format line must end with a line boundary marker.

The different types of print formatting instructions are discussed below:

Page Margins. Place margin format instructions either at the beginning of the document or after a text boundary marker. Margins, their default settings (in parentheses), and the instructions for changing them are shown below:

Left Margin	(12)	LM= ?
Right Margin	(90)	RM= ?
Top Margin	(6)	TM= ?
Bottom Margin	(60)	BM= ?
Page Length	(66)	PL= ?

(Change the page length only if you use paper shorter or longer than 11 inches.)

Line Spacing. Place this instruction in a format line at the beginning of a document or after any text boundary marker. The instruction indicates whether a document is single-spaced, double-spaced, or so on. The default setting is LS = 1 (single-spaced).

Paragraph Spacing. The paragraph format instruction tells the printer how many blank lines to leave between paragraphs. PF = 1 is the default setting, and it indicates that the next paragraph begins on the first line after the paragraph marker (¶). (Document must include paragraph markers.) If you want one blank line separating paragraphs, insert the instruction >PF=2 in a format line at the beginning of a document or after a paragraph marker.

Vertical Centering. VC = Y (default is VC = N) tells the printer that the text following the command is centered in the middle of the page. Be sure to cancel this instruction when all the necessary text has been vertically centered.

Justification. By default, all text is justified (J = Y) — evenly spaced between the left margin and right margin. If you wish to change this format, insert one of the following instructions in a format line at the beginning of a document or after any text boundary marker.

Flush Left — To print the text line flush against the left margin, insert >J=N.

Center — To center the text line evenly between the left and right margins, insert >C=Y.

Flush Right — To print the text line flush against the right margin, insert >FR=Y.

These formatting instructions have a priority sequence which may cause one instruction to override another. The sequence from highest to lowest is:

1. Center (C=Y)
2. Flush Right (FR=Y)
3. Justify (J=Y)
4. Flush Left (J=N)

Cancel all former formats when inserting a new instruction. By doing this, you eliminate the possibility of the computer overriding your instruction. Suppose, you want a title of a report centered but the remaining text printed flush left. Although you enter the flush left instruction (J=N), you must cancel the C=Y instruction; otherwise, your document is printed centered. For example:

```
>C=Y J=N■
Title of Report■
>C=N■
Text . . . . . . . . . . . . . . .
. . . . . . . . . . . . . . . . . .■
```

(Refer to SAMPLE SESSION II, "Print Formatting" — "Format Line," for a specific example.)

Comment Line

You can insert special comments into the text that are not printed with the document. A comment line begins with a "greater than" symbol, followed by an asterisk (>*) and appears either at the beginning of a document of after any text boundary marker. Use the comment lines for documenting special instructions or other information.

Headers

A Header is any text, page number, or notation that appears at the top of a document's page. A Header contains two parts — the format instructions for printing and the text.

The format instructions let you place the Header at a specific place on the page.

Note: If you make any margin changes within a document and try to insert a Header whose margins are greater than those currently in force for the document, you receive a `PAGE NUMBER FORMAT ERROR`. To avoid this error, insert the margin settings for the Header into the Header's format line.

A Header is surrounded by block markers ([ ]) and is usually placed at the beginning of a document. It is possible to change Headers within a document, but the new Header block must appear after a page boundary marker (\ ).

Headers are placed either on every page or on alternate pages. When inserting the Header instructions, the computer asks if you want an odd, even, or standard Header. An odd Header is printed on alternate pages, beginning with page one. An even Header appears on alternate pages, beginning with page two. Standard Headers are printed on each page of the document.

To enter a Header block:

1. Hold down (CLEAR) and press (Q).
2. Type (H) (for Header). The block start marker and the letter H appear ([H).
3. `ODD, EVEN, OR STANDARD (O,E,OR S)?` appears in the message line. Type (O), (E), or (S). The letter, followed by a "greater than" sign, appears in the text ([HS>).
4. On the same line, type the format instructions for the Header, and press (ENTER).
5. Type the text for the Header — up to 16 lines. Press (ENTER) after the last line of text.
6. Press (ENTER) to insert any blank lines to separate the Header from the body of the document.
7. Insert the ending block marker ( ]) by holding down (CLEAR) and pressing (Q) and then holding down (CLEAR) and pressing the (↓) key.

Note: For optional ways to print Headers, refer to Chapter 5.

(Refer to SAMPLE SESSION II, "Print Formatting" — "Headers," for a specific example.)

Footers

A Footer is like a Header except the text appears at the bottom of the printed page.

To insert a Footer, follow these steps:

1. Hold down CLEAR and press Q.
2. Type F (for Footer). The block start marker and the letter F appear in the text ([F).
3. `ODD, EVEN, OR STANDARD (O,E,OR S)?` appears in the message line. Type O, E, or S. The letter, followed by a "greater than" symbol, appears in the text ([FS>).
4. On the same line, type the format instructions for the Footer, and press ENTER.
5. Press ENTER to insert blank lines to separate the Footer from the body of the document.
6. Type the text for the Footer — up to 16 lines, and press ENTER.
7. To end the block, hold down CLEAR and press Q, followed by CLEAR and the ↓ key.

If you use a Footer and a Header in the same document, the placement of the blocks is critical. Do not insert any characters or blank spaces between the close of the Header and the opening of the Footer, or you receive a `PAGE FORMATTING ERROR` message. An example of combined Header and Footer blocks is shown below:

```
[HS>FR=Y■
REPORT ONE■
■
][FS>FR=N J=N■
■
Rev. 1/84■
]
```

Note: For optional ways of printing a Footer, refer to Chapter 5.

(Refer to SAMPLE SESSION II, "Print Formatting" — "Footers," for a specific example.)

Page Numbering Blocks

The page numbering block appears in either the Header or Footer. Use the page numbering block to print consecutive numbers on each page of your document.

A page numbering block is inserted into a Header or Footer at the point where the text is usually typed. To insert a page numbering block, follow the directions for a Header or Footer, and when you get to the point of adding the text, follow the steps below:

1. Hold down CLEAR and press Q.
2. Type P (for page numbering block). The block start marker and the letter P, followed by the "greater than" sign, appear in the text ([P>).
3. Type up to five pound symbols (#). Each symbol represents one digit of the page number. If you type any other symbol, you receive a `PAGE NUMBER FORMAT ERROR` message.
4. Hold down CLEAR and press Q, followed by CLEAR and the ↓ key. Press ENTER to end the page numbering block.
5. End the Header or Footer block by pressing CLEAR and Q together, followed by CLEAR and the ↓ key.

An example of a combined Header and Footer, with the page numbering block inserted into the Footer is shown below:

```
[HS>FR=Y■
REPORT ONE■
■
][FS>FR=N C=Y■
■
[P>##]■
]
```

If you want to print the word PAGE before the number, type P A G E and insert the page numbering block on the same line.

Note: For an optional way of printing a page number, refer to Chapter 5.

(Refer to SAMPLE SESSION II, "Print Formatting" — "Page Numbering Blocks," for a specific example.)

Hyphenation

When you print a document with justified margins, you can minimize spaces between words by hyphenating words where appropriate. When you use this command, the system looks for possible hyphenation points and lets you check the position. You can then insert the hyphen.

For a document to hyphenate and print correctly, the screen width and the width of your printed document must match. To change the video width, press BREAK and type W = ?.

Mark the amount of material you want to include in the hyphenation operation with block markers. Position the cursor at the left margin on the line where hyphenation begins. The block must start either at the beginning of the document or immediately following a text boundary marker. If you place it at any other point and try to hyphenate, you receive the error, `BLOCK NOT FOUND`.

To insert a hyphenation block:

1. Hold down CLEAR and type Q.
2. Type -. The block start marker, a hyphen, and the "greater than" sign are inserted into the text ([->).
3. Move the cursor to the end of the last line you wish to hyphenate and press CLEAR and Q, followed by CLEAR and the ↓ key. The block end marker appears.
4. Type BREAK H ENTER. `HOT ZONE (2-10)` appears in the message line.
5. Type a number between 2 and 10 to indicate the number of characters in the hyphenation range (syllable length). Press ENTER.

The cursor moves to the first hyphenation point. If you can hyphenate the word at that character, type -. The computer inserts the hyphen (-) in front of the letter on which the cursor is positioned. The cursor then moves to the next possible hyphenation point in the document.

If the cursor is not positioned at a correct hyphenation point, you can move the cursor left (only), using the ← key, to find a correct hyphenation point, and then type -. If you cannot hyphenate the word, press ENTER to move the cursor to the next hyphenation point.

At the end of the block, HYPHENATION COMPLETE appears in the message line, and the cursor moves back to the beginning of the hyphenation block. You can now remove the block markers.

Removing Hyphens. To make revisions or additions to a hyphenated document, delete the hyphens first:

1. Mark the hyphenation block.
2. Press BREAK, type H, and press ENTER.
3. Answer the HOT ZONE message by typing any number from 2 to 10. The cursor moves to the first hyphenation point, and hyphens disappear from the entire text.
4. PRESS ENTER TO CONTINUE appears in the message line. Press SHIFT CLEAR to cancel the message.

You may now make the necessary changes to your document and then re-hyphenate it, if you wish.

(Refer to SAMPLE SESSION II, "Print Formatting" — "Hyphenation," to practice this function.)

3/ storing a document

The ability to save your typed material is one of the most important advantages of a word processing system. By saving or storing a document, you can recall it for review or editing as often as necessary.

Before beginning any Save procedures, eliminate the trailing blanks at the end of your document. Although you cannot see them, trailing blanks collect at the end of your document because of the insertions and deletions you make while typing. If these blanks are not deleted, you may have a blank area within your document.

To delete trailing blanks:

1. Position the cursor immediately after the last character of the document.
2. Hold down CLEAR and press D and then CLEAR and F.

Once the trailing blanks are deleted, you're ready to save your new document.

Save Procedures

There are three different Save commands. Use the one that is appropriate for the kind of material you are typing:

- Newly typed document
- Updates to a document currently on diskette
- ASCII files

Save Newly Typed Documents. After typing a document for the first time, you must assign it a name and store it on a diskette:

1. Press BREAK.
2. Type S ␣ *document name* ENTER.

When the Save command is completed, the cursor returns to the text area.

Warning: If you omit the space between S and the document name, the system saves the current file over the previously used file.

Save Updates. Whenever you make a change to a previously stored document, you must re-save it to record the changes on the diskette.

To save changes, use the following abbreviated Save command:

1. Press (BREAK).
2. Type (S) (ENTER).

You do not need to include the document name. The computer remembers the name of the currently loaded document, finds it on the diskette, and saves the updated version.

Caution: If you forget to save changes, you lose them once you clear the screen.

Save ASCII Files. You can use SCRIPSIT when working with programs and data files stored in ASCII format. Refer to Appendix D, "Notes for Advanced Users," for details.

Naming a Document

All documents are stored on a diskette by name, so you must assign a name to each document when saving it for the first time.

The document name can consist of up to four parts, as follows:

Document/Ext.Password:1

The *primary name* (**Document**/Ext.Password:1) is the only part of a document name that is required. It can contain up to eight characters and must begin with a letter.

The *extension name* (Document/**Ext**.Password:1) is separated from the primary name by a slash (/). It contains up to three characters and must begin with a letter. Use an extension name to expand or clarify the primary name.

The *password* (Document/Ext.**Password**:1) is preceded by a period (.). It is a security measure that limits access to your files. The password contains up to eight characters and begins with a letter. If you must use passwords, be sure to keep a list of them in a safe place for reference.

The *disk drive number* (Document/Ext. Password:**1**) is preceded by a colon (:) and specifies the number of the drive on which the document is stored. If you do not include a drive number, the computer stores the document on the system diskette in Drive 0.

Writing to a Data Diskette (multi-drive systems only)

The diskette containing the system programs is always placed in Drive 0, enabling the computer to access the programs for operating and processing commands. Since much of the storage capacity of the system diskette is used for the operating programs, store all your files on data diskettes. These diskettes are inserted into Drives 1, 2, or 3. Since they contain no system programs, all their storage capacity is available for your programs and data.

Before saving information on a data diskette, you must initialize or "format" the diskette. During this process, the computer sets up and labels data storage areas, checks for flawed places on the diskette, and creates a Directory to list the programs you store. Refer to "Backup & Format Procedures" in Appendix B for specific instructions.

You must include the drive number when saving newly typed documents and ASCII BASIC files on a multi-drive system. For example:

S DOCUMENT:1 ENTER

Load Procedures

Once a document is stored on a diskette, you can recall it to the video screen at any time by "loading" it into the computer's memory.

To load a document, follow these steps:

1. Press BREAK.
2. Type L *document name* ENTER.

The system finds the correct document and displays it on the screen. You do not need to specify a drive number, because the system searches all diskettes until locating the correct document.

If, after attempting to load a document, the error message `File not in directory` appears in the message line, check the diskette Directory to make sure you are entering the document name accurately.

Two additional load commands are available, and you may find them valuable when editing or revising a document:

- Load current document in memory
- Load and Chain to end of text

Load Current Document in Memory. This command is a shortened load procedure that lets you reload the document currently in memory. For example, if you make some changes to a document and have not yet saved them, you can recall the original document to the screen:

1. Press BREAK.
2. Type L ENTER.

Load and Chain. If you are working on a long report containing many sections, you do not have to type them in the order they are to appear in the finished report. SCRIPSIT lets you connect or "chain" individual sections together to produce a new arrangement.

Since documents are chained together by name, write and store each section under a separate document name. When you are ready to connect all the sections, follow these steps:

1. Place the cursor at the end of the text of the first section of your document.
2. Press BREAK.
3. Type L , C *document name* ENTER. where "document name" is the section that you wish to add.

If you have more sections to arrange, repeat the above procedures until all sections are in the correct order. You now have your completed report and can save it under a new document name.

4/ editing a document

SCRIPSIT lets you make text additions and deletions quickly and easily. You no longer need to worry about finding a mistake on the first page and having to retype the entire document to make one correction. With SCRIPSIT, you can make the correction, and the system automatically makes spacing changes throughout the entire document, if necessary.

Basic Error Correction

There are four basic correction methods:

Overtype	Insert
Delete	Exchange

Overtype

To correct a character, position the cursor over the incorrect letter and type the correct one.

Delete

You can make the following types of deletions — character, word, sentence, paragraph, or to end-of-text.

Deleting a Character. To delete a single character from a word, follow these steps:

1. Position the cursor over the unwanted character (or blank space).
2. Hold down CLEAR and press D. `DELETE COMMAND MODE` appears in the message line.

The character (or space) is immediately removed, and the remaining text moves together. When you begin typing again, `DELETE COMMAND MODE` disappears.

Deleting a Word. To delete a word, follow these steps:

1. Position the cursor on the first letter of the word you wish to delete.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press Z (WORD).

After you execute the first command, the first letter of the word disappears. After executing the second command, the entire word, including the space following it, is deleted, and the remaining text closes together.

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Deleting a Word," for examples.)

Deleting a Sentence. To delete a sentence, follow these steps:

1. Position the cursor on the first character of the first word of the sentence.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press X (LINE).

The entire sentence, including the period and space following it, is eliminated.

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Deleting a Sentence," for examples.)

Deleting a Paragraph. To delete a paragraph, your document must contain paragraph markers (¶).

1. Position the cursor on the first character of the paragraph.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press C (PARA.).

The prompt `DELETE PARAGRAPH (Y OR N)?` appears in the message line. Answer the prompt, and then press ENTER.

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Deleting a Paragraph," for an example.)

Deleting to End-of-Text. To delete all text to the end of your document, follow these steps:

1. Position the cursor at the point you want deletion to begin.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press ↓.

The prompt `DELETE TO END OF TEXT (Y OR N)?` appears in the message line. Answer the prompt, and then press ENTER.

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Deleting to End-of-Text," for an example.)

Insert

This correction method lets you insert any additional material, from a single character to a complete paragraph. Use CLEAR S (INSERT) to activate the Insert mode.

Inserting One Character. To insert a single character, follow these steps:

1. Position the cursor over the character immediately following the desired point of insertion.
2. Hold down CLEAR and press S (INSERT). `INSERT COMMAND MODE` appears in the message line.
3. Type the character (or space) you wish to insert.

Two or more Characters. When making longer insertions, you must open up blank lines for the additional material.

1. Position the cursor over the character immediately following the desired point of insertion.
2. Hold down CLEAR and press S.
3. Hold down CLEAR and press X (LINE).
4. Type the additional material, and press SHIFT CLEAR to close up the text.

The computer continues to open up lines until you press SHIFT CLEAR to cancel the Insert command.

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Inserting Two or More Characters," for examples.)

Exchange

The Exchange command is activated using CLEAR E (EXCH.). Use this function to reverse either two adjacent words or paragraphs.

Exchanging Words. To exchange two adjacent words, follow these steps:

1. Position the cursor over any character in the second word.
2. Hold down CLEAR and press E. `EXCHANGE COMMAND MODE` appears in the message line.
3. Hold down CLEAR and press Z (WORD).

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Exchanging Two Adjacent Words," for examples.)

Exchanging Paragraphs. Before reversing two paragraphs, make sure that all the paragraphs are marked with a paragraph boundary marker (¶). (Refer to the "Video Display" section in Chapter II.) If you have not used paragraph markers in your text and try to exchange paragraphs, you receive the error message, `INVALID COMMAND.`

Once the paragraphs are marked, follow these steps to exchange them:

1. Position the cursor over any character in the second paragraph.
2. Hold down **CLEAR** and press **E**.
3. Hold down **CLEAR** and press **C** (PARA.).

When the two paragraphs are exchanged, a large portion of the text moves off the top of the screen. By pressing the key, you can redisplay the reversed paragraphs.

(Refer to SAMPLE SESSION II, "Basic Error Correction Methods" — "Exchanging Paragraphs," for a specific example.)

Blocks of Text

Many editing situations may require that you move sentences or blocks of text from one area of the document to another. With SCRIPSIT, you can set apart an area or "block" of text, and move it around within your document.

Marking Blocks

To define a block, surround a specific segment of text with beginning and ending block markers. To insert a beginning block marker ([ ), follow these steps:

1. Position the cursor on the first character of the text you wish to mark.
2. Hold down **CLEAR** and press **Q** (BLOCK). `BLOCK COMMAND MODE` appears in the message line.
3. Type any character except H, F, P, or - to identify the block.

As soon as you type the identifying letter, the block start marker, the identifying letter, and a "greater than" sign, ([A>) appears before the text to mark the beginning of the block.

To insert an ending block marker ( ]) at the close of the block, follow these steps:

1. Position the cursor on the first character (or space) after the block of text.
2. Hold down CLEAR and press Q.
3. Hold down CLEAR and press the ↑ key.

Note: If you misname a block, complete the marking process, then delete the block markers (see "Unmarking Blocks") and rename the block.

(Refer to SAMPLE SESSION II, "Blocks of Text," to practice marking blocks.)

Editing Blocks

Once you mark blocks of text, you can move them around within the document by using delete, insert, or exchange commands.

Deleting blocks. To delete a block of text, follow these steps:

1. Position the cursor on the block start marker ([ ).
2. Hold down CLEAR and press D. The prompt `DELETE OR UNMARK (D OR U)?` appears in the message line.
3. Type D.

Caution: Once you press D, the material within the block is lost.

(Refer to SAMPLE SESSION II, "Blocks of Text," for examples.)

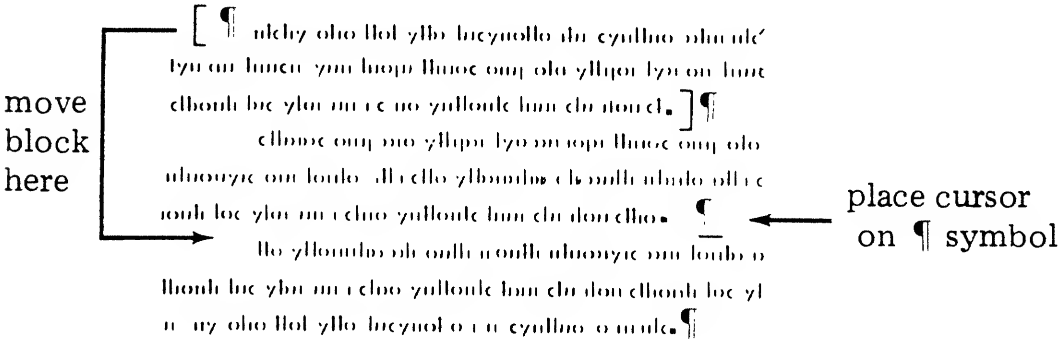
Moving blocks. To move a block, follow these instructions:

1. Position the cursor at the point in the text where you want to insert the block.
2. Hold down CLEAR and press S.
3. Hold down CLEAR and press Q. `NAME OF BLOCK TO INSERT?` appears in the message line.
4. Answer the prompt by typing the identifying character of the block you want to move.

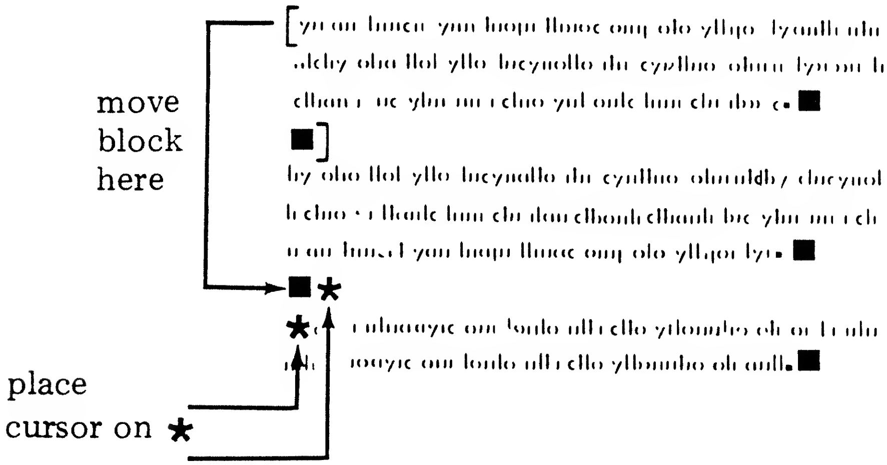
The block of text, minus the block markers, moves to its new position in the document.

When you move a block of text, you are only copying it. The block still appears at its original point in the text. To remove it, follow the steps described under "Deleting blocks."

If you are working with a document that uses paragraph indention, make sure that the Insert procedure does not misplace a paragraph marker (¶). The following example shows block marker locations and cursor placement for inserting indented paragraphs:


move
block
here
place cursor
on ¶ symbol

If you are working with a document that is typed in block form (no paragraph indention), you normally use blank lines to separate the paragraphs. If you want to insert a paragraph at a new position, make sure that a blank line separates it from the preceding paragraph. The following example shows block marker locations and cursor placement for inserting block form paragraphs:


move
block
here
place
cursor on ★

(Refer to SAMPLE SESSION II, "Blocks of Text" — "Inserting Blocks," for specific examples.)

Exchanging blocks. To exchange two adjacent blocks, label the blocks separately, and then follow these steps:

1. Position the cursor on the block start marker of the second block.
2. Hold down CLEAR and press E.
3. Hold down CLEAR and press Q. `NAME OF BLOCK TO EXCHANGE?` appears in the message line.
4. Answer the prompt by typing the identifying character of the first block.

Unmark both sets of blocks as described below.

(Refer to SAMPLE SESSION II, "Blocks of Text," — "Exchanging Blocks," for specific examples.)

Unmarking blocks

After moving a block of text, remove the block markers:

1. Position the cursor on the block start marker ([ ).
2. Hold down CLEAR and press D. The prompt `DELETE OR UNMARK (D OR U)?` appears in the message line.
3. Type U.

Both the beginning and ending markers disappear.

Global Search Commands

Global search commands enable you to make the same change several times throughout a document. Using one of these commands (find, replace, or delete), you can locate a particular word or phrase, replace it, or delete it.

You can also include various text boundary markers in the specified Find, Replace, or Delete string. For example, to find all paragraph markers (¶) in a document, enter the following command:

```
F > ¶ ENTER
```

The text boundary markers you can specify in a global command are listed below, along with the instructions for inserting them:

Line marker	prints ■	(CLEAR) (X)
Paragraph marker	prints ¶	(CLEAR) (C)
Page marker	prints \	(CLEAR) (V)
Open block marker	prints [	(CLEAR) (Q)
End block marker	prints]	(CLEAR) (↓)

When using any global search function, you have the option of instructing the computer to repeat the command from 2 to 255 times.

To use the Repeat option, follow these steps before entering a global command:

1. Hold down (CLEAR) and press (R) (REPEAT). `REPEAT HOW MANY TIMES?` appears in the message line.
2. To answer the prompt, either:
   a) type the number of repeats (2-255), if known, and press (ENTER).

or

   b) if you don't know the number of repeats, or if you want the instruction repeated throughout the entire document, press (ENTER).

Global Find

The global Find instruction lets you look for a specific character or string of characters. To use the global Find instruction, follow these steps:

1. Position the cursor at the beginning of the document or at the place in the text you want to begin the Find operation.
2. Press (BREAK) and type:
   (F)(>) *search string* (ENTER)

Note: The global search commands look for the "find" phrase exactly as you have defined it.

If the search string can begin with either an uppercase or lowercase letter, you don't have to perform the Find operation twice to find these different occurrences. The global Find instruction offers you a wild card option that lets you insert a "?" for any character that may vary. For example, if a word begins with a capital letter, insert a "?" for the first character. The computer finds occurrences of the search string beginning with all uppercase and lowercase letters.

When you want to continue the same Find operation, press BREAK, type F, and press ENTER. The system finds the next occurrence of the search string. If the Repeat option is activated, the message `FOUND xxx` appears in the message line, indicating the total number of occurrences.

(Refer to SAMPLE SESSION II, "Global Search Commands" — "Global Find," to practice this command.)

Global Replace

The global Replace command enables you to search for a specific string of characters and then replace it.

The "replace" function substitutes the search command phrase exactly as you have defined it. For example, if you wish to replace line ending markers with paragraph symbols and indentation, define your search string by entering CLEAR C followed by blank spaces equal to the number of spaces you wish to indent the paragraph.

To use the Replace instruction, follow these steps:

1. Position the cursor at the beginning of the document or at the place in the text you want to begin the Replace operation.

Note: If you place the cursor on the search string, that occurrence of the string is not changed. Either change it manually or move the cursor to the line above.

2. Press BREAK.
3. Type:
   R > *search string* > *string replacement* ENTER

If you are using the Repeat option, the system finds all occurrences of the search string in the document and makes the replacement. If the Repeat option is not activated, the replacements are made one at a time. To continue the Replace operation manually, press BREAK, type R, and press ENTER. The system finds the next search string and makes the replacement.

Note: Be sure to type the search string exactly as it appears in the text, including any special punctuation or spacing. You may not use the "wild card" option when making global replacements

(Refer to SAMPLE SESSION II, "Global Search Commands" — "Global Replace," to practice this command.)

Global Delete

This global instruction lets you search for a specific string of characters and delete it from the text.

Using global delete to delete open block markers leaves the additional characters associated with marking blocks in the text.

To use the Delete instruction, follow these steps:

1. Position the cursor at the beginning of the document or at the point you want the Delete operation to begin.
2. Press BREAK.
3. Type D > *search string* ENTER

If you are using the Repeat option, the system finds all occurrences of the search string in the document and deletes them. If the Repeat option is not activated, the deletions are made one at a time. When you want to continue the Delete procedure, press BREAK, type D, and press ENTER. The system finds the next occurrence of the search string, deletes it, and closes the text together.

Note: Be sure to type the search string exactly as it appears in the text, including any special punctuation or spacing. Spacing is critical. If you are deleting a word, include the surrounding spaces, or you may delete the search string from part of another word. You may not use the "wild card" option when making global deletions.

(Refer to SAMPLE SESSION II, "Global Search Commands" — "Global Delete," for a specific example.)

Document Deletion

When you no longer need a document stored on a diskette, you can delete or "remove" the entire document. To remove a document, type the following at `TRSDOS Ready`:

R E M O V E *document name* ENTER

The prompt `REMOVING` *`document name`* is shown on the screen. When the procedure is complete, `TRSDOS Ready` reappears on the screen. To verify the document has been removed, type the following at `TRSDOS Ready`:

D I R ENTER

If you do not know the correct document name, check the Directory for the diskette containing the unwanted document before entering the REMOVE command.

5/ printing a document

Before printing a document, make sure the printer is turned on and properly connected to your TRS-80. (Refer to your printer owner's manual for instructions.)

If you need to add a format line to your document before printing, see "Formatting" in Chapter 2.

Command

When you are ready to print, load a document into the computer, and follow these steps:

1. Press BREAK.
2. Type P ENTER.

`TESTING FOR ERRORS` appears before the printer begins. If you see the message `LINE PRINTER NOT READY`, check all the connections between the computer and printer, and verify that all switches are properly set.

Note: If you are using a serial printer, you must make some changes to your SCRIPSIT program diskette so the computer and printer are compatible. Refer to the "SETCOM Library Command" in your *Model 4 Disk System Owner's Manual* for specific instructions.

To stop the print operation, press SHIFT CLEAR. If you re-enter the print command, the printer begins again at the beginning of the document.

Options

Several printing options are available that let you print (or not print) specific sections of your document. These options are described below:

Print with Pause. Activate this command when using individual sheets of paper. The steps listed below instruct the computer to pause after printing each page of the document:

1. Press BREAK.
2. Type P , P ENTER.

After each page is printed, the message `PRESS ENTER TO PRINT NEXT PAGE` appears. Insert a new sheet of paper, and press ENTER to continue the print operation.

Print with Instruction Lines. When you print a document, all special instructions, such as the comment lines, print format lines, and Headers and Footers, are omitted. If you want this information printed in a hard-copy version, follow these steps:

1. Press BREAK.
2. Type P , I ENTER.

The document is "listed" line-by-line exactly as you typed it, and format instructions are not observed.

Print Specific Sections. To print a specific page or section from your document, insert copy markers to define the amount of text you want printed. To insert these copy markers, position the cursor on the first character of the section you want to print, and follow these steps:

1. Press BREAK.
2. Type C ENTER. The copy marker symbol (^) appears in the text.
3. Move the cursor to the end of the section you want printed, and position it immediately following a text boundary marker. Press BREAK and type C ENTER. Another copy marker (^) appears in the text.

Now, enter the print command. Only the information that appears between these markers is printed. If you insert only the first marker, the print operation continues to the end of the document.

To delete a copy marker, position the cursor on the symbol, and press CLEAR and D together.

Caution: If the print format instructions for the document are not included within the copy markers, the specified print area is printed using the computer's margin and spacing default settings.

Print Suppress. Use this command to bypass a specific section of text when the document is printed. Insert the instruction > P = N at the point you want the printing suppressed. The instruction must follow a text boundary marker and begin with a "greater than" symbol. At the point where printing is to resume, insert the format instruction > P = Y, following a text boundary marker.

Caution: When you suppress the printing of a specific section, that area appears as a blank spot within the document.

Widow Suppress. If only the first line of a new paragraph fits on the bottom of a page, the default setting (WS=Y) instructs the computer to move the line to the beginning of the next page. To override this instruction, insert the command, >WS=N at the beginning of the document or before the pages that are affected.

Below is a list of commands that let you change the placement of Headers, Footers, and Page Numbering Blocks:

Begin Header/Footer on Specific Page (H=*?* or F= *?*). This instruction is usually included in the format line at the beginning of the document. By inserting a specific page number, you instruct the computer to suppress the printing of the Header or Footer until reaching that page.

Cancel Header/Footer for One or More Pages (H=N or F=N). Enter this instruction as a separate format line before the start of the page on which you want to cancel the Header or Footer. The printing of the notation is suppressed until you instruct the computer differently.

Re-start Printing of Header/Footer (H=Y or F=Y). Enter this instruction as a separate format line before the page on which you want to resume printing the Header or Footer. If you are using an odd or even Header/Footer, it resumes printing the notation based on the page number. If you want to re-start an odd or even Header/Footer and continue the alternate page printing, disregarding the page numbers, use this instruction: H=E or O or F=E or O.

Start Page Number with Specific Number (PN=*?*). This instruction appears in the format line at the beginning of the document. This option lets you determine the starting page number for the document.

sample session II

In this Sample Session, you are going to expand your use of the error correction methods and also practice other editing features, such as manipulating blocks of text and performing global searches. In the last part of this Sample Session, you practice printing techniques, such as formatting, Headers/Footers, and hyphenation.

If you wish to review a technique described in this Sample Session, you may do so by beginning at the first of the section which includes that technique and following the instructions exactly.

Note: Line lengths of material displayed on the screen are longer than shown in the manual.

Basic Error Correction Methods

Deletion

Deleting a Word:

1. Position the cursor on the first letter of the word.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press Z.

Type these practice sentences, and delete the highlighted words:

SCRIPSIT is a brand new dimension in typing ease.■

This Radio Shack software package encourages last minute improvements.■

SCRIPSIT is literally a typist's dream come true.■

Deleting a Sentence:

1. Position the cursor on the first character of the first word of the sentence.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press X.

Type this block, and then delete the highlighted sentence:

> Typing on the Radio Shack TRS-80 with SCRIPSIT is really easy. No matter what the text is, you can type it quickly and easily. If you make a typing mistake, you can correct it before printing the document.■

Deleting a Paragraph:

1. Position the cursor on the first character of the paragraph.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press C.
4. Answer the prompt by typing Y ENTER.

To save typing time, load a previously stored document, "DP/WP," onto the screen:

1. Press BREAK.
2. Type:

L ␣ D P / W P ENTER

Practice deleting paragraphs using the above steps.

Deleting to End-of-Text:

1. Position the cursor at the point you want deletion to begin.
2. Hold down CLEAR and press D.
3. Hold down CLEAR and press ↓.
4. Answer the prompt by typing Y ENTER.

Load the DP/WP example, and practice deleting to the end of the document.

Insertion

Inserting Two or More Characters:

1. Position the cursor over the character or space immediately following the desired point of insertion.
2. Hold down CLEAR and press S.
3. Hold down CLEAR and press X.
4. Type the additional text and press SHIFT CLEAR.

Type the following sentences, and then add the highlighted text where indicated:

brand
SCRIPSIT is a ^new dimension in typing ease.

papers and
Throw your correction^fluid away.■

(and a boss's)
SCRIPSIT is a typist's^dream come true.■

Exchange

Exchanging Two Adjacent Words:

1. Position the cursor over any character in the second word.
2. Hold down CLEAR and press E.
3. Hold down CLEAR and press Z.

Type the following sentences and exchange the two highlighted words:

People often talk about typical word processing.

The TRS-80 is also an effective word processing system.

Exchanging Two Adjacent Paragraphs. Load the DP/WP document, and scroll through the text. Look for the following two paragraphs:

¶

Word Processing has always had a front office appeal. Managers, secretaries, professionals, and all "white collar" workers have been affected by the increased number of word processing typing systems.¶

The tremendous strength that word processing has is based on the fact that it becomes a joining force in companies. Word processing draws people together.■

To exchange these two paragraphs:

1. Position the cursor on any character in the second paragraph.
2. Hold down CLEAR and press E.
3. Hold down CLEAR and press C.

Blocks of Text

To practice marking and editing blocks of material, load the following document:

1. Press BREAK.
2. Type L GRNGRS ENTER.

Marking and Unmarking Blocks

Display the last block of text on the screen, and insert block markers:

1. Position the cursor on the first character of the text you wish to mark.
2. Hold down CLEAR and press Q.
3. Type any character except H, F, P, or - to identify the block.

To end the block, follow these instructions:

1. Position the cursor on the first character (or space) after the block of text.
2. Hold down CLEAR and press Q.
3. Hold down CLEAR and press the ↓ key.

After inserting block start and end markers your document looks like this:

> [A>PRIDE. Your Green Grass specialist is working for a company-owned business, not a franchise. We became the state's leader in professional lawn care by satisfying customers one at a time. Our reputation still depends on giving you a lawn we both can be proud of, year after year.■]

To delete the block markers:

1. Position the cursor on the block start marker.
2. Hold down CLEAR and press D.
3. Answer the `DELETE OR UNMARK (D OR U)?` prompt by typing U.

Deleting Blocks

Use the same instructions as shown above but answer the `DELETE OR UNMARK (D OR U)?` prompt by typing D. Re-insert the block markers into the last block of this document, and then delete the entire block of text.

Exchanging Blocks

To exchange adjacent blocks, insert all block markers, and then follow these steps:

1. Position the cursor on the block start marker of the second block.
2. Hold down CLEAR and press E.
3. Hold down CLEAR and press Q.
4. Answer the `NAME OF BLOCK TO EXCHANGE` prompt by typing the identifying character of the first block.

Scroll through the GRNGRS document, and find the following two blocks:

> RESEARCH. Backing up your specialist is the Green Grass research staff, one of the largest in the industry. But even more important to you, a LOCAL agronomist knows what's happening to lawns in your area, why, and how to help you with any lawn problems.■
>
> ■
> ON-THE-SPOT HELP. Your Green Grass specialist is just a phone call away. Ready to help you when you need him, no matter what the lawn problem is. All you have to do is call. And there's no charge for this special personal advice.■

You must insert block markers before exchanging these two blocks. Mark each block separately, and then exchange them.

Moving Blocks.

When moving a block of text, mark the block, and follow these instructions:

1. Position the cursor at the point in the text where you want to insert the block.
2. Hold down CLEAR and press S.
3. Hold down CLEAR and press Q.
4. Answer the `NAME OF BLOCK TO INSERT?` prompt by typing the identifying character of the block you want to move.

Load the GRNGRS document, using the abbreviated load command:

1. Press BREAK.
2. Type L ENTER.

Mark the block as shown below, and then move the block to the indicated position:

GREEN GRASS PROFESSIONAL LAWN SERVICE■

■
Many of our current customers tell us that when they fertilize,
cut, and maintain their lawns, they worry whether they are
cursor doing it correctly. The things that really concern them are:
What products should I use . . . is it the right time to apply
the product . . . did I follow the instructions . . . is the grass
too wet or too dry . . . and on and on.■

■
Green Grass professional lawn care service takes the
guesswork out of your lawn care. We treat your office lawn
as if it were our own lawn.■

■
[A>We know how important a pleasing office landscape is to
the success of your business. We are pleased to offer you
these services.■
■]

After moving the block, the document looks like this:

GREEN GRASS PROFESSIONAL LAWN SERVICE■

■
We know how important a pleasing office landscape is to the
success of your business. We are pleased to offer you these
services.■

■
Many of our current customers tell us that when they fertilize,
cut, and maintain their lawns, they worry whether they are
doing it correctly. The things that really concern them are:
What products should I use . . . is it the right time to apply
the product . . . did I follow the instructions . . . is the grass
too wet or too dry . . . and on and on.■

■
Green Grass professional lawn care service takes the
guesswork out of your lawn care. We treat your office lawn
as if it were our own lawn.■

■
[A>We know how important a pleasing office landscape is to
the success of your business. We are pleased to offer you
these services.■
■]

To delete the original block, follow the block delete instructions.

Global Search Commands

Global Find

To use the global Find instruction, load the GRNGRS document, and follow these steps:

1. Position the cursor at the beginning of the document.
2. Press `BREAK` and type:
   `F` `>` *search string* `ENTER`

In the GREEN GRASS document, suppose you need to verify the spelling of "lawn." You can enter the word "lawn," but in order to catch any occurrences of the word with a capital "L," place a "?" (wild card option) in the first character position. Since some of the occurrences may appear in plural form, do not enter a space after the search string. The computer recognizes a space as a "blank" character. Enter the Find command as shown:

`F` `>` `?` `a` `w` `n` `ENTER`

The cursor moves to the first occurrence of the word in the document. To continue the search, press `BREAK` and type `F` `ENTER`. The cursor moves to the next occurrence. After all occurrences are found, you receive the message `CANNOT FIND search string`.

Use the Repeat option with the Find command to look for the number of occurrences of "Green Grass":

1. Hold down `CLEAR` and press `R`.
2. Press `ENTER` to answer the `REPEAT HOW MANY TIMES?` prompt.
3. Press `BREAK` and enter the Find command:

`F` `>` `G` `r` `e` `e` `n` `␣` `G` `r` `a` `s` `s` `␣` `ENTER`

The answer `FOUND 4` appears in the message line.

Global Replace

To enter the Replace command:

Press `BREAK` and type:
`R` `>` *search string* `>` *string replacement* `ENTER`

Load the GRNGRS document, and use the Replace command to change all occurrences of "Green Grass" to "GREEN GRASS." Enter the command as follows:

Press `BREAK` and type:

`R>Green Grass >`
`GREEN GRASS ` `ENTER`

If you forgot to enter a space at the end of the replacement string, "GREEN GRASS," the new string runs into the word following it in the text. To move the cursor to the next search string, press `BREAK` and type `R` `ENTER`.

If you want the computer to make all changes automatically, enter the Repeat command before the Replace command. For example, move the cursor back to the beginning of the document, and enter the Repeat command:

1. Hold down `CLEAR` and press `R` (REPEAT)
2. Answer the prompt by pressing `ENTER`

Now, press `BREAK` and type the following Replace command:

`R>GREEN GRASS >`
`Green Grass ` `ENTER`

The message line shows `Replaced 4`.

Global Delete

To delete a search string:

Press `BREAK` and type:

`D>` *search string* `ENTER`

Load the GRNGRS document, and enter the following Delete command:

`D>Green Grass ` `ENTER`

The cursor moves to the first deletion point. To continue the command, press `BREAK` and type `D` `ENTER`. If you want the computer to automatically delete all occurrences, enter the Repeat command before the Delete command. The computer performs the command throughout the document and displays the number of deletions.

Text Boundary Markers/Tabs

The following exercise lets you practice entering such markers as page markers, paragraph markers, and tabs.

To insert a page marker, hold down CLEAR and press V.

To insert a paragraph marker, hold down CLEAR and press C.

To set tabs:

1. Press BREAK.
2. Type:

T = ?,? ENTER

(For the following document, insert tabs in the 7th and 11th positions.)

To move the cursor to the next tab position, hold down CLEAR and press →.

Type the following example, and enter the symbols where indicated:

```
>C=Y■
DATA PROCESSING■
>C=N■
\
¶
      When data processing first began to make an impact on how
businesses operated, people thought of computers as mysterious,
magical machines. The computer room became an isolated entity
with specialists and technicians looming over reels of magnetic
tape and with line printers churning out endless ribbons of
continuous form paper. ¶
      The mystery continued and today computer rooms require:■
      • special locations within a building■
      • special floors to support the heavy equipment■
      • separate cooling systems■
```

Delete any trailing blanks that may have collected at the end of the document:

1. Position the cursor on the last end-of-line marker.
2. Hold down CLEAR and press F.

If you want to practice saving this document, follow these steps:

1. Press BREAK.
2. Type S SPACE D A T A ENTER

Check the disk directory to confirm the Save Procedure.

To see a printed copy of this example, print a copy of the document using the command BREAK P ENTER.

Print Formatting

Format Line

Load the GRNGRS document, and position the cursor between the third and fourth blocks. Insert the format line shown below according to the following instructions:

1. Hold down CLEAR and press S and then hold down CLEAR and press X.
2. Type:

   > L M = 2 0 ␣ R M = 6 0 ␣
   L S = 2 ␣ J = N ENTER

3. Press SHIFT CLEAR to close up the text.

Now, print a copy of the document:

1. Press BREAK.
2. Type P ENTER.

The first section of your printed document conforms to all the default format settings — single-spaced, left margin of 12, right margin of 90, and text justified.

At the point you inserted the new format line, your document changes margin settings to conform to the instructions you added.

Headers

Follow these instructions to type a Header:

1. Hold down CLEAR and press Q.
2. Type H.
3. Answer the prompt by typing O, E, or S.
4. Type the format instructions for the Header and press ENTER.
5. Type the text for the Header and press ENTER.
6. Press ENTER to insert blank lines to separate the Header from the body of the document.

7. Hold down CLEAR and press Q, and then hold down CLEAR and press the ↓ key.

Load the GRNGRS document, and add the following print format line and Header:

```
>LS=2 LM=20 RM= 60■
[HS>FR=Y■
GREEN GRASS■
■
]
```

Now, print the document. Your finished copy includes the notation "GREEN GRASS" at the top of both pages. If you don't want to include the Header on the first page, insert the command H = 2 into the format line, and the printing of the Header does not begin until page 2.

Footers

To insert a Footer, follow these instructions:

1. Hold down CLEAR and press Q.
2. Type F.
3. Type O, E, or S.
4. Type the format instructions for the Footer and press ENTER.
5. Press ENTER to insert blank lines to separate the Footer from the body of the document.
6. Type the text for the Footer and press ENTER.
7. Hold down CLEAR and press Q, and then hold down CLEAR and press the ↓ key.

Reload a new copy of the GRNGRS document, and enter the format line and Footer as shown:

```
>LM=20 RM=60 LS=2■
[FS>J=N■
■
Rev. 11/82■
]
```

Now, print the document again. The notation, "Rev. 11/82," is printed flush left on both pages.

Page Numbering Blocks

To insert a page numbering block, follow these steps:

1. Hold down CLEAR and press Q.
2. Type P.
3. Type up to five pound symbols (#) to represent the digits.
4. Hold down CLEAR and press Q, and then CLEAR and the ↓ key.
5. End the Header or Footer by repeating Step 4.

Reload the GRNGRS document. For this example, insert the following format line, Header, and Footer (containing a page numbering block):

```
>LM=20 RM=60 LS=2 H=2■
[HS>FR=Y■
GREEN GRASS■
■
][FS>C=Y■
■
[P>#]■
]
```

Your printed copy contains page numbers on both pages and the Header notation "GREEN GRASS" on the top of the second page.

Hyphenation

Before you can hyphenate words, the screen width and width of your printed document must match. By using the default settings in the following exercise, no change in the screen width is necessary.

Insert block markers around the material you want to hyphenate:

1. Hold down CLEAR and press Q.
2. Type -.
3. Move the cursor to the end of the material and press CLEAR Q and CLEAR ↓.

Now, enter the hyphenation command:

1. Press BREAK and type H ENTER.
2. Answer the prompt by typing a number between 2 and 10.

Load the GRNGRS document, and surround the entire document with hyphenation block markers. Enter the hyphenation command and answer the HOT ZONE prompt with 4. The cursor moves to the first hyphenation point — "maintain" — and is positioned over the first "i." The only hyphenation point in this word is between the "n" and "t." Since you cannot move the cursor to the right, do not try to hyphenate this word. Press (ENTER) to continue.

The following words appear as possible hyphenation points within the GRNGRS document. The italicized letter indicates the position of the cursor. Decide if hyphenation is possible, and then insert the hyphen:

gr*a*ss

agr*o*nomist

Re*a*dy

adv*i*ce

Care and Maintenance of Diskettes

Handle diskettes carefully, using the same precautions you use with tape cassettes and high-fidelity records. A small indentation, dust particle, or scratch can render all or part of a diskette unreadable — permanently.

- Keep the diskette in its storage envelope whenever it is not in one of the drives.
- Do not place a diskette in the drive while you are turning the system on or off.
- Keep diskettes away from magnetic fields (transformers, AC motors, magnets, TVs, radios, and so on). Strong magnetic fields erase data stored on a diskette.
- Handle diskettes by the jacket only. Do not touch any of the exposed surfaces. DON'T TRY TO WIPE OR CLEAN THE DISKETTE SURFACE; it scratches easily.
- Keep diskettes out of direct sunlight and away from heat.
- Avoid contamination of diskettes with cigarette ashes, dust or other particles.
- Do not write directly on the diskette jacket with a hard point device (such as a ballpoint pen or lead pencils). Use a felt tip pen only.
- Store diskettes in a vertical file folder on a shelf where they are protected from pressure to their sides (just as phono records are stored).
- In very dusty environments, you may need to provide filtered air to the computer room.

Tips on Labeling Diskettes

Each diskette has a permanent label on its jacket. This label is for "vital statistics" that will never change. For example, to help keep track of diskettes, it's a good idea to assign a unique number to each diskette. Write such a number on the permanent label. You may also put your name on the diskette, and record the date when the diskette was first put into use. Remember, use only a felt tip pen for marking.

This "permanent" label is not a good place to record the contents of the diskette — file names may change, and you don't want to erase or scratch out information from the label.

Keep such directory information on the storage box or in a separate record book, using the diskette number as a key to all record-keeping.

B/ appendix

Backup and Format Procedures

Backup Procedures

Backing up Program Diskettes (multi-drive systems).

To back up your SCRIPSIT diskette, follow these steps EXACTLY:

1. Turn on your computer system.
2. Insert a *formatted* diskette in Drive 1 and close the drive door.
3. Insert the program diskette in Drive 0 and close the door.
4. Press the orange RESET button.

The screen shows:	**Response:**
`Date?`	Enter the date (MM/DD/YY) ENTER
`TRSDOS Ready`	b a c k u p ENTER (uper or lowercase)
Version number & copyright	— —
`Source drive number?`	0 ENTER
`Destination drive number?`	1 ENTER
`Destination disk ID`	
`is different:`	
`Name=DATADISK Date=mm/dd/yy`	
`Are you sure you want to`	
`backup to it <Y,N>?`	Y ENTER
`Loading cylinder`	— —
`Dumping cylinder`	— —
`Verifying cylinder`	— —
`Backup complete`	
`TRSDOS Ready`	

To check if the backup procedure was successful:

1. Remove the original diskette from Drive 0.
2. Take the backup diskette out of Drive 1. Place it in Drive 0 and close the drive door.
3. Press the RESET button. If the screen shows `TRSDOS Ready`, your backup was successful.

When you remove the backup diskette from Drive 0, write the diskette name on the label, using a felt tip pen.

Backup Up Program Diskettes (single-drive systems)

At TRSDOS Ready, type:

b a c k u p   : 0   : 0 ENTER
(uppercase or lowercase)

The screen shows:	**Response:**
Version number & copyright	— —
Insert SOURCE disk <ENTER>	Insert SCRIPSIT diskette into Drive 0 to initiate backup ENTER
Insert DESTINATION disk <ENTER>	Remove SCRIPSIT diskette & insert formatted diskette ENTER
Destination disk ID is different Name=DATADISK Date=mm/dd/yy Are you sure you want to backup to it <Y,N>	Y ENTER
*Insert SOURCE disk <ENTER>	Insert SCRIPSIT diskette ENTER
*Loading cylinder	— —
*Insert DESTINATION disk <ENTER>	Insert formatted diskette ENTER
*Dumping cylinder	— —
*Verifying cylinder	— —
(* — steps repeated until entire diskette is copied)	
Insert SOURCE disk <ENTER>	Insert SCRIPSIT disk ENTER
Insert SYSTEM disk <ENTER>	ENTER
Backup complete	
TRSDOS Ready	

Backing Up Data Diskettes (multi-drive systems only)

To backup your data diskettes, follow these steps EXACTLY:

1. Insert a diskette containing TRSDOS in Drive 0 and close the drive door. (The SCRIPSIT program diskette contains TRSDOS.)

2. Insert a *formatted* diskette (destination diskette) into Drive 1 and close the door.

The screen shows:	**Response:**
TRSDOS Ready	B A C K U P : 0 : 1 (X) ENTER
Insert SOURCE disk <ENTER>	Insert diskette into Drive 0.
Loading cylinder	— —
Dumping cylinder	— —
Verifying cylinder	— —
Insert SYSTEM disk <ENTER>	Insert System diskette into Drive 0 ENTER
Backup complete	
TRSDOS Ready	

When you remove the backup diskette from Drive 1, write the diskette name on the label, using a felt tip pen.

Formatting a Diskette.(multi-drive system)

Insert the system (SCRIPSIT) diskette into Drive 0 and the blank data diskette into either Drive 1, 2, or 3. You can answer most of the following prompts with ENTER and activate the default setting (shown in parentheses):

The screen shows:	**Response:**
TRSDOS Ready	f o r m a t ENTER (uper or lowercase)
Version number & copyright	— —
Which drive is to be used?	*drive number* ENTER
	Default:
Diskette name?	ENTER (DATADISK)
Master password?	ENTER (Password)
Single or Double density <S,D>?	ENTER (D)
Number of cylinders?	ENTER (40)
Formatting cylinder	— —
Verifying cylinder	— —
Directory will be placed on cylinder 20	
Initializing SYSTEM information..........	
Formatting complete	
TRSDOS Ready	

If the diskette is not blank, you are asked an additional question after the `Number of cylinders` prompt:

```
        Disk contains data --
Are you sure you want to format it?
```

To cancel the formatting operation at this point, type (N) (ENTER). You return to `TRSDOS Ready`.

If you know the information on the diskette is no longer needed, continue the formatting process by typing (Y) (ENTER).

Formatting a Diskette (single-drive system)

Follow the steps described above, but be prepared to exchange the SCRIPSIT (SYSTEM) diskette and the blank (destination) diskette as prompted.

C/ appendix

Error Messages

NO MORE ROOM
causes:

A. The text buffer was written to within a few characters of being full. No new text will be accepted.

B. The opening of a new line would have caused the text buffer to overflow. Even though the ? M command shows some free memory left, the new line will not be opened.

C. An exchange instruction required more memory for "work space" than was available.

D. A load was attempted from disk and the entire document would not fit in the text buffer. If a "chain" switch was appended to the load command, any text previously in the buffer will be kept. Otherwise the buffer will be cleared.

E. An attempt was made to reformat text to a narrower line width, but the reformatted text would not fit in the buffer.

INVALID COMMAND
causes:

A. The CLEAR key was pressed with a non-labeled key.

B. A command sequence not recognized by SCRIPSIT was attempted (for example, CLEAR ↑).

C. A syntax error was found in a "special" command (for example, P P ENTER).

D. An invalid parameter was used in a special command (for example, T A B = 1 4 5).

BLOCK NOT FOUND
causes:

A. An attempt was made to insert or exchange a non-existent block.

B. Hyphenation was attempted without properly designating the block of text to be hyphenated. The block must be labeled with a hyphen, and the opening marker must immediately follow a text boundary marker.

MARKER ERROR
causes:

A. An attempt was made to insert, exchange, delete, or unmark a block that was opened but not closed. There must be one end marker for each labeled block of text.

B. Printout was attempted without closing a header, footer, or page number block.

C. Hyphenation was attempted on a block that was opened but not closed.

CURSOR WITHIN BLOCK
cause: An attempt was made to insert a block within itself or exchange two blocks wherein one contained the other.

NO DOCUMENT FILE NAME
cause: The file name for a disk load or save was omitted without having specified one previously.

NO SEARCH KEY
cause: The search string was omitted in a global find/replace/delete instruction without having specified one previously.

NO REPLACEMENT TEXT
cause: The replacement string was omitted in a global replace instruction without having specified one previously.

LINE TOO LONG
cause: Because "invisible" characters (such as block markers) are not counted in the 132-character maximum line width, it is possible for the actual length of a line to exceed 255 characters. In the unlikely event that this should happen, the line will be formatted to 255 and the excess characters placed on the next line.

PRINTING ERROR MESSAGES

FORMAT LINE ERROR
causes:

A. A non-existent format instruction was included in a format line (for example, >PS=68).

B. A syntax error was committed in a format line (for example, >PL=66WS=Y).

C. An invalid parameter was used in a format instruction (for example, >TM=0).

MARGIN FORMAT ERROR
causes:

A. The left margin was specified to be greater than or equal to the right margin, or the top greater than the bottom.

B. The bottom margin setting is greater than the page length setting.

C. The top and bottom margins were set too narrow for the header and footer to fit on the page.

Note: Be wary of default settings when changing a single margin parameter without changing others. For instance, setting the page length to 45 to accommodate smaller paper will result in this error if the bottom margin remains at its default setting of 60.

PAGE NUMBER OVERFLOW
cause: The incrementing of a page number forced it over 65,535. If a page number is initialized too large in a format instruction (for example, PN=65536 or greater), this message will not occur — rather, the page number will be initialized incorrectly.

PAGE NUMBER FORMAT ERROR
causes:

A. A page number block contains characters other than "pound" (#) symbols.

B. Tried to insert a Header or Footer with margins greater than those currently in force in the document.

HEADER OR FOOTER TOO LONG
causes:

A. The formatted length of a header or footer was greater than 16 lines. This includes line spaces.

B. The block end marker for a header or footer was not preceded by a text boundary marker.

PAGE FORMATTING ERROR
causes:

A. A page format instruction (TM, BM, VC, PL, PN, H, or F) was used in a format line that was not located at the start of text, immediately following a header or footer, or immediately following a page boundary marker.

B. One of the page format instructions just listed was used to format a header or footer.

LINE PRINTER NOT READY
cause: The printer is turned off, off line, out of paper, improperly connected to Expansion Interface, or in some other condition that prevents it from printing. When using a printer connected to the parallel port, this message remains on the message line until the problem is corrected or the (SHIFT) (CLEAR) key is pressed. If (SHIFT) (CLEAR) is not pressed, printing begins as soon as the problem is corrected.

DISK SAVE AND LOAD ERROR MESSAGES
(Refer to your TRSDOS/DISK BASIC Reference Manual for additional information.)

FILE NOT IN DIRECTORY
cause: The document name was misspelled or not contained on the diskettes in the system.

ILLEGAL FILE NAME
cause: The document name did not follow TRSDOS format as outlined in the TRSDOS/DISK BASIC Reference Manual.

FILE ACCESS DENIED
cause: The document was saved with a password, and an attempt was made to recall it without the proper password.

DISK SPACE FULL
cause: There is not enough free space left on the diskette to fit the entire document.

WRITE PROTECTED DISKETTE
cause: An attempt was made to save a document without removing the write protection tab from the edge of the diskette.

D/ appendix

Notes for Advanced Users

A. ASCII Files

SCRIPSIT has the ability to work with programs and data files saved in ASCII format. This lets you convert your files to other word processors or Editors. You may also use SCRIPSIT to write BASIC programs and JCL files. (You must use the A option when editing or writing BASIC programs and JCL files.)

To Save ASCII Files:

1. Press (BREAK).
2. Type (S)(,)(A)( ) *document name* (ENTER).

If you intend to use an ASCII file as a BASIC program, you must adhere to the following rules:

1. Delete all block markers, page markers, and paragraph markers — in short, all special symbols except line markers — from the text.
2. Number each line distinctly, and check that each line ends with a line symbol.

B. How SCRIPSIT Uses TRS-80 Memory Space

Memory Allocation

You are probably aware that your system contains a fixed amount of memory which is measured in "bytes." In SCRIPSIT terms, one byte of memory equals one character of text that fits in the text buffer. The maximum file size your TRS-80 can hold is 40069 characters. This doesn't prevent you from working with a document larger than the text buffer, but in order to do this, you have to divide it into sections and treat each section as a separate document.

When you ask SCRIPSIT to tell you how much memory is left, it is identifying the total number of characters available to you in the text buffer. This amount is never the full size of your computer system, because SCRIPSIT itself requires a certain amount of memory. Internally, SCRIPSIT uses one extra character of memory for each line of text. When you re-format your text to a narrower width, you find its length remains the same, yet less memory is available to you. Conversely, wider formatted text uses less space. That is why SCRIPSIT may occasionally tell you it is "out of room" when you attempt to re-format the screen to a narrower width.

Filling Up the Text Buffer

Because SCRIPSIT inserts blank lines as it goes, you may find yourself running out of room even though SCRIPSIT says you have a few dozen characters left. When you are this close to filling up the text buffer, it is time to save what you have and start a new section.

"Work Space" Requirements

The Exchange instructions require some free memory for use as "work space." Generally, the greater the difference in size between the two blocks or paragraphs being exchanged, the greater the requirement for extra memory. If there is not enough memory to make the switch, SCRIPSIT displays a `NO MORE ROOM` message and refuses to execute the instruction.

Formatting Large Amounts of Text

"Formatting" text is simply the process of counting each line to determine where it should end and where the next line should begin. SCRIPSIT always assumes that text behind the cursor is formatted but text in front of the cursor is not. Each time you bring a new line of text onto the video display, it must be formatted. When you execute the end-of-text instruction (SHIFT)(↓), SCRIPSIT formats everything from the cursor on. If you are working with a large amount of text, either be patient or use this instruction sparingly.

C. Data Storage Formats

This section is intended to provide technical assistance to programmers who wish to use SCRIPSIT text files in other programs or who wish to make their own data files readable by SCRIPSIT.

Data Storage in Memory and Disk

SCRIPSIT data is stored as a continuous ASCII string. Normally, bit 7 of all "invisible" characters is set. Invisible characters consist of the three boundary markers, block open and close markers, block titles (the alphanumeric descriptor and "greater than" sign), copy markers, and hyphens inserted by the hyphenation instruction. Although format and comment lines do not print out, they are not stored as "invisible" characters. Appending the comma-A switch to the disk Save command saves all text with bit 7 reset: Block titles become regular ASCII characters, and other invisible characters are stored as ASCII control characters. The SCRIPSIT load command examines text as it is loaded and sets bit 7 of every control byte.

The following is a table of control codes as they appear in text files created by the SAVE,A command. (If the comma-A is not used, bit 7 is set.)

Character	Hex Value
New Line	0DH
New Paragraph	0EH
New Page	0CH
Block Open	17H
Block Close	1BH
Copy	0BH

Characters found in a text file that are not recognized by SCRIPSIT are displayed on the screen as back arrows and printed out as blanks.

Files are stored on disk as one continuous string terminated by a zero byte.

D. Conversion

Model III to Model 4 (requires two disk drives)

To convert your Model III documents for use with Model 4 SCRIPSIT, follow the steps below:

1. Insert Model 4 SCRIPSIT diskette into Drive 0.
2. Insert Model III diskette into Drive 1.

The screen shows:	**Response:**
`TRSDOS Ready`	CONV *program name* :1 :0 ENTER
Version number & copyright	—
`Convert file program name?`	Y ENTER
`TRSDOS Ready`	

Repeat these steps for each document you want to convert to Model 4 SCRIPSIT.

12 Pitch vs 10 Pitch Printing Formats

Your Model 4 version of SCRIPSIT uses default margin settings and video line width settings for a 12 pitch printer.

You can use a 10 pitch printer, but you must change the margin and video screen width settings. Use one of the following methods to make these changes.

1. When entering a document, change the video screen width to W=65 and add the instructions, LM=10 and RM=75, to the format line of each document you print (see Chapter 2).

or

2. Change the margin settings and video screen width by applying the patch file PITCH10/JCL. At `TRSDOS Ready`, enter DO PITCH10. The default settings are changed to match a 10 pitch printer (LM=10, RM=75, W=65).

The second method saves time when creating documents, since you must make the patch only one time. To change SCRIPSIT back to 12 pitch defaults, enter DO PITCH12 at `TRSDOS Ready`. Always apply a patch file to your backup (working) SCRIPSIT diskette, NEVER to your master diskette.

Regardless of the method you use, you must also set your printer to the correct pitch. Refer to your printer owner's manual for specific instructions.

Margins for a 12 pitch or 10 pitch printer are determined by the number of characters per inch:

12 Pitch — 12 characters per inch
10 Pitch — 10 characters per inch

For example, the default margin settings for either a 12 or 10 pitch printer allow one inch borders at both the left and right margin.

To determine the left margin (allowing a one inch border):

A 12 pitch printer sets margin to LM=12
A 10 pitch printer sets margin to LM=10

To determine the right margin (allowing a one inch border):

1. subtract the one inch border from the width of the paper (standard size, 8½").
2. multiply the new width by the number of characters per inch.

12 pitch printer	7½ × 12 — RM=90
10 pitch printer	7½ × 10 — RM=75

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